



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

November 6, 2008

John Means, Dean of Community Advancement
El Camino Community College District, Center for Applied Competitive Technologies (CACT)
13430 Hawthorne Blvd.
Hawthorne, CA 90250

Dear Mr. Means:

RE: MONITORING VISIT REPORT for El Camino Community College District, Center for Applied Competitive Technologies (CACT) – ET070231

Date of the Visit:	10/16/08
Beginning/Ending Time:	9:30 a.m. – 12:00 p.m.
Date of Last Visit:	7/15/08
Visit Location:	Hawthorne
Persons in attendance:	Deborah Imonti, ETP Training Coordinator, Business Training Center, El Camino College; Kelly Gasset, El Camino College; Maricela Vital, El Camino College; Marissa Tolentino, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	12/31/06 – 12/30/08	Agreement Amount:	\$1,561,650
Training Start Date:	1/16/07	No. to Retain:	1,140
Date Training must be completed:	10/1/08	Range of Hours:	24 – 160
Type of Trainee:	Retrainee	Weighted Ave. Hours:	varies

FINAL REPORT SUMMARY:

The Agreement was executed on 1/18/07 and training began on 1/7/07. Your staff reported that all training was completed on 9/30/08, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – 12/30/08.

ETP approved one Agreement Amendment on 12/6/07, which moved trainee slots from Job 5 to 6 and created Jobs 7 and 8.

Ms. Imonti provided Ms. Tolentino with projected statistics for the closeout of the Agreement. According to your records at the time of this final meeting, you expected to retain 1,016 trainees

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ETP (04/15/05)

(89%) for a total reimbursement of \$840,573.60 (54% of the encumbered amount). Current records show that El Camino College has received \$703,859.50 from ETP. You will receive an additional \$136,714.10 if the anticipated number to retain is verified during the final fiscal closeout.

According to Ms. Imonti, you were not able to complete 100 percent in this Agreement because many participating employers who committed to an average of 90 hours of training during the development stage of this Agreement pared down their initial request to 24 to 80 hours of training due to the economic recession. Thus, reducing El Camino College's potential earnings.

Your project staff indicated that with ETP training, El Camino College was able to broaden its business outreach program to help South Bay companies retain and expand their business. Project staff indicated that record keeping was not a problem and they did not experience any barriers in implementing the ETP Training Program.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Fixed Training Plan:

Job #	Trainees who completed required training hours (40)	Cost Per Trainee	Job Max Total Amount	Potential Earnings
1	182	\$770	\$154,000	\$140,140
2	29	\$641	\$64,100	\$18,589
Total	161			\$158,729

Variable Reimbursement Training Plan

Job #	Trainees who completed required minimum training hours	Total Recorded Class/Lab training hours for trainees who meet minimum hours	Job Max Total Amount	Potential Earnings
3	49	1704	\$77,850	\$47,376.31
4	24	804	\$54,100	\$18,910.88
5	520	22304.5	\$728,200	\$429,227.80
6	86	5319	\$94,488	\$85,327.40
7	158	4735	\$331,000	\$91,120.34
8	18	616	\$57,912	\$9,881.87
Total	665			\$681,844.60

ATTENDANCE ROSTERS:

To verify provision of training Ms. Tolentino reviewed attendance records for 28 trainees (5 Job 1 trainees; 4 Job 2 trainees; 3 Job 3 trainees; 5 Job 4 trainees; 2 Job 5 trainees; 2 Job 6 trainees; two Job 7 trainees; 3 Job 8 trainees) billed on invoices 9 through 17. The Analyst found the following:

1. The ETP Tracking Report shows Job 6 trainee, Fernando Mejia attending 2 hours of Manufacturing Skills training on December 17, 2007. However, a Roster was not available for review. Ms. Imonti informed the Analyst that the entry was made in error and requested the hours to be deleted and adjusted on Invoice 11.

2. Six original Class/Lab Rosters for four hours of Computer Skills training which occurred on March 13, 2008 were not available for review. However, Ms. Imonti has facsimile copies of these Rosters. Your project staff agreed to retrieve the original documents from the participating employer and submit them to ETP.

On October 23, 2008, Ms. Tolentino received two original sign-in sheets from Tri-Star Electronics International, Inc. (Tri-Star) dated 3/13/08 (7:30 a.m. – 11:30 a.m. and 12:30 p.m. – 4:30 p.m.) and six photocopies of the ETP Rosters mentioned on item 2. According to Ms. Imonti, your project staff could not locate the original ETP Class/Lab Rosters. However, the participating employer, Tri-Star, had their employees sign two sheets for the training delivered. One sign-in sheet for Tri-Star and one ETP Roster to submit to El Camino. According to Ms. Imonti, each session (morning and afternoon) had three ETP Rosters because Tri-Star intended to have the trainees attend in six separate groups. Eventually, they consolidated the class in only two groups.

With the exception of the discrepancies found by the Analyst the rosters contained the information required by ETP regulations and confirmed that the Agreement curriculum was provided as specified. Your project staff were advised that these findings are based only on the training records reviewed during this Visit and represent only a sample of the training records completed to date. Further that it is your responsibility to ensure that all training records are in compliance with Panel requirements for auditing purposes. [Reference: Title 22 California Code of Regulations, Section 4442(b)]

FINAL INVOICE:

Ms. Tolentino advised your project staff that the Final Invoice must be submitted within 30 days from the expiration date of the Agreement and if more time was required, you should request for an extension by writing to Kulbir Mayall, Fiscal Manager in the ETP Sacramento office.

AUDIT:

El Camino College will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Ms. Tolentino at (818) 755-1311 or by email at MTolentino@etp.ca.gov within ten (10) working days from the receipt of this letter.

Sincerely,

Dolores Kendrick, Manager
North Hollywood Regional Office

Marissa Tolentino, Contract Analyst
North Hollywood Regional Office

cc: contact rep
company name

Ada Carrillo, Acting ETP Executive Director (via e-mail)
David Guzman, Chief, Program Operations Division (via e-mail)
Kulbir Mayall, Manager, Fiscal and Certification (via e-mail)
Master File
Project File

Date report mailed to Contractor: _____

STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	2454	Completed Training:	851
Trainees Enrolled:	1125	Completed Retention:	785*
Dropped Following Enrollment:	64	In Retention Period:	85
No. Completed Minimum Reimbursable Hours :	869		

Ms. Imonti reported that the information reported on the ETP Contract Status Report is not current. She indicated that you have 1,329 additional trainees to enroll; 114 trainees to bill for final payment and one Job 4 trainee to drop. Ms. Tolentino advised your project staff that it is imperative that the ETP system is up-to-date so all parties can have a better understanding of your performance in this Agreement.

TRAINING STATUS/SCHEDULE:

This Agreement utilizes the fixed training plan for Jobs 1 and 2 trainees and the variable reimbursement training plan for Jobs 3-6 trainees.

Ms. Tolentino reminded your project staff that each Job 1 and 2 trainee should complete 100% of the required class/lab training hours. However, for trainees enrolled in Jobs 3 through 8, El Camino College will be reimbursed on the total actual number of training hours completed by training delivery method for each trainee, up to the maximum specified in the Agreement, providing the minimum (24) and no more than the maximum (80 for Job 4; 160 for Jobs 3, 5 & 6) hours are met (Reference: Terms and Conditions, page 1, Item 2, Payments).

The following table outlines your potential earnings to date:

Fixed Training Plan:

Job #	Trainees who completed required training hours (40)	Cost Per Trainee	Job Max Total Amount	Potential Earnings
1	152	\$770	\$154,000	\$117,040.00
2	9	\$641	\$64,100	\$ 5,769.00
Total	161			\$122,809

Variable Reimbursement Training Plan

Job #	Trainees who completed required minimum training hours	Total Recorded Class/Lab training hours for trainees who meet minimum hours	Job Max Total Amount	Potential Earnings
3	46	1584	\$77,850	\$ 44,035.20
4	20	634	\$54,100	\$ 14,911.68
5	429	18488	\$728,200	\$355,894.00
6	86	5319	\$94,488	\$ 85,104.00
7	75	2196	\$331,000	\$ 42,273.00
8	9	216	\$57,912	\$ 3,456.00
Total	665	28,437		\$545,673.88

Your potential earnings of \$668,482.88 (42% of Agreement Amount) is based on trainees completing training and the 90-day retention period and meeting the wages after the retention period.

Ms. Imonti provided Ms. Tolentino with an ETP training schedule which shows training for the period covering January 16, 2007 through August 8, 2008 and several classes that are pending that may be delivered up to the end of the contract's training period, September 30, 2008. In addition to the potential earnings calculated by the Analyst, Ms. Imonti expects \$180,143 of earnings in this Agreement resulting to a 54 percent completion rate.

Ms. Byun indicated that although you will train more than the number of trainees to be retained in this Agreement, you will not earn 100 percent of the Agreement Amount. Ms. Byun indicated that your performance was affected by participating employers' failure to fulfill the number of training hours they committed for their workers. Ms. Byun stated that due to the economic recession, employers who committed to over 90 hours of training for their workers, ended up completing between 24-80 hours of training.

If you have any questions or comments regarding this report, please contact Ms. Tolentino at (818) 755-1311 or by email at MTolentino@etp.ca.gov within ten (10) working days from the receipt of this letter.

Sincerely,

Signature on file

Dolores Kendrick, Manager
North Hollywood Regional Office

Signature on file

Marissa Tolentino, Monitoring Analyst
North Hollywood Regional Office

cc: Deborah Imonti, El Camino College (via e-mail)
Kulbir Mayall, Manager, Fiscal and Certification (via e-mail)
Master File
Project File

Date report mailed to Contractor: 11/07/08